United Nations ST/SGB/2009/2

Secretariat

1 January 2009

Secretary-General's bulletin

Senior Review Group

The Secretary-General, for the purposes of implementing staff rule 104.14 and the applicable procedures of the staff selection system, promulgates the following:

Section 1
Establishment

The Senior Review Group is a standing advisory body constituted to make recommendations to the Secretary-General on appointments and promotions to posts at the D-2 level.

Section 2
Composition

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chairperson and eight members. The members shall be assisted by a secretary and an ex officio adviser for gender issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the Chairperson, are appointed by the Secretary-General.

2.3 The Assistant Secretary-General for Human Resources Management shall serve as the Secretary of the Senior Review Group.

2.4 The Special Adviser on Gender Issues and Advancement of Women shall serve as the ex officio adviser for gender issues.

2.5 The Senior Review Group shall establish its own rules of procedure.

Section 3
Advertisement of posts at the D-2 level

Vacancy announcements shall be circulated for all vacant posts at the D-2 level except for vacant posts in the Executive Office of the Secretary-General and for special envoys. Recognizing the discretionary authority specifically accorded to the Secretary-General in the case of appointments to D-2 posts in the Executive Office

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of the Secretary-General and for special envoys, vacancy announcements will be circulated as deemed appropriate.

Section 4
Procedures for departmental recommendations for filling a post at the D-2 level

4.1 Heads of department/office shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility.

4.2 The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of the Senior Review Group and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the post. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department or office, including information on nationality and gender.

Section 5
Functions of the Senior Review Group

5.1 The Senior Review Group shall review the proposal for filling a vacancy made by the department/office concerned to ensure that candidates were evaluated on the basis of the evaluation criteria specified in the vacancy announcement and that the applicable procedures were followed.

5.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the head of department/office or the Office of Human Resources Management.

5.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide recommendations to the Secretary-General for a final decision.

Section 6
Final provisions

6.1 The present bulletin shall enter into force on 1 January 2009.

6.2 Secretary-General's bulletins ST/SGB/2005/4 of 28 February 2005 and ST/SGB/2008/10 of 1 July 2008 are hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General